

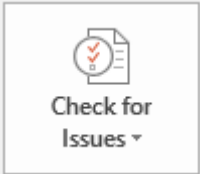

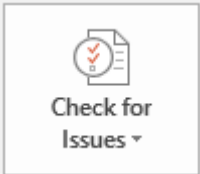



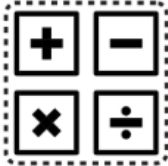



Accessibility Quick Guide

Format	Make it Accessible	Check it!
<p>Video</p> 	<ul style="list-style-type: none"> ✓ Closed Captioning ✓ Use an accessible media player (YouTube or Yuja) 	<p>Press TAB on the keyboard. You should be able to play, pause, rewind, etc on the video just by using the keyboard.</p>
<p>MS Word</p>  <p>Word</p>	<ul style="list-style-type: none"> ✓ Use heading styles ✓ Use built in formats for bulleted lists, columns, and tables ✓ Avoid floating text boxes ✓ Include alternative text for images 	<p>Run the Microsoft Word Accessibility Checker</p> <ul style="list-style-type: none"> • File • Info • Check for Issues 
<p>MS PowerPoint</p>  <p>PowerPoint</p>	<ul style="list-style-type: none"> ✓ Use build in slide layouts ✓ Compose in Outline View (Or check outline view after) ✓ Add alternative text for images 	<p>Run the Microsoft PowerPoint Accessibility Checker</p> <ul style="list-style-type: none"> • File • Info • Check for Issues 
<p>MS Excel</p>  <p>Excel</p>	<ul style="list-style-type: none"> ✓ Specify column headers ✓ Do not use blank cells for formatting 	<p>Run the Microsoft PowerPoint Accessibility Checker</p> <ul style="list-style-type: none"> • File • Info • Check for Issues 

<p>PDF Documents</p> 	<ul style="list-style-type: none"> ✓ Use software that creates accessible PDFS like Microsoft Word ✓ Save as PDF ✓ Run OCR on Scanned Items 	<p>In Adobe Acrobat Pro, under more tools, protect & standardize, accessibility.</p>
<p>Equations</p> 	<ul style="list-style-type: none"> ✓ Use MathType plugin for MS Word to write equations ✓ D2L's equation editor will publish math equations in an accessible format 	
<p>Surveys</p> 	<ul style="list-style-type: none"> ✓ Use Qualtrics for point-and-click form creation 	<p>Qualtrics is mostly accessible</p>

Additional Resources

[Distance Education Accessible Syllabus Training](#)

[Accessibility & Usability Resource Site \(AURS\)](#) – use your APSU e-mail to create an account

[3 Play Media Video Accessibility Certification.](#)

Contact APSU Distance Education at online@apsu.edu or 931-221-6621 for questions.